

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-4				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2			Title of Work Assignment/SF Site Name Lean & Envir. Init. Support				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 4-8, Element 1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 11/19/2011 To 11/18/2012				
Comments: The purpose of this action is to initiate Work Assignment 2-4. This work assignment continues the work not completed on Work Assignment 1-4.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee: LOE:										
Cumulative Approved: Cost/Fee: LOE:										
Work Assignment Manager Name Chris Reed <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-566-0606 FAX Number:			
Project Officer Name Cathy Turner <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Jami Rodgers <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:			

Work Assignment SOW

Title: Lean & Environment Support

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-4

Estimated Period of Performance: Date of issuance to November 18, 2012

Estimated Level of Effort: 908 Hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Christopher Reed
OPEI (1807T)
202/566-0606
202/566-2200 (fax)

Contract Level COR:

Cathy Turner
CMG/OPEI (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide further implementation and support of tools developed under work assignments 1-04 under contract EP-W-10-002. The contractor shall not duplicate work performed under these work assignments.

Under the previous work assignments, the contractor developed multiple innovative toolkits to assist industry members in streamlining their operations and improving performance in terms of energy and environmental savings. Under this work assignment, the contractor shall build upon lessons learned and assist with development of new tools in order to maintain our current forerunner status in research and development in this arena.

EPA's Lean & Environment Initiative began in 2003 and is currently the preeminent source of information for companies looking to integrate environmental considerations into their preexisting lean programs. Over the past seven years, we distributed over 5,000 publications across the country and had materials republished or quoted on five continents.

Quality Assurance (QA) Requirements

Check [] Yes or [x] **NO**, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

No environmental data will be collected for this work assignment. All data will be related to lean manufacturing, how it applies to facilities and what we can do to integrate environmental ideas into what they are already doing. No modeling will be done.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan - Completed

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 3 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Support Lean & Environment Research

[Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall support efforts of the Lean & Environment Initiative through

continued research, outreach and communications. Tasks shall include the following:

- Development of case studies focused on documenting best practices and integration of lean manufacturing and environmental considerations. Case studies shall be developed as a result of site-visits to partner facilities, participation in lean manufacturing events, as well as phone interviews and other information-gathering activities. Approximately eight technical directives should be expected upon identification by WAM of participating organizations.
- Support EPA's outreach efforts through networking with lean manufacturing experts and associations, and supporting the website.
- Solicit and disseminate feedback on past publications and outreach efforts through surveys (under our current ICR) and data-gathering. Findings will influence revisions and drafting updated publications for print.
- Support for EPA's partnerships with lean practitioners, lean experts, consultants, publishers, industry associations and technical assistance organizations, and maintenance of this network. This may include the facilitation of a meeting of some or all of the partnerships working with EPA under this effort, at the written request of the WAM (by electronic mail).

Deliverables and schedule under Task 2

2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)

Task 3 – Development of Outreach Materials

[Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall assist in the development of new outreach materials utilizing their graphic design expertise. Past design templates and graphics will be used in the new outreach materials. Current projects in need of graphics assistance are revisions to the Lean & Energy Toolkit and design of banners to be used at outreach events.

Deliverables and schedule under Task 3

3a. Incorporation of new text into the Lean & Energy Toolkit within 14 days of receipt from WAM (COMPLETED)

3b. General support in developing backdrops and banners for exhibit space with minimum 7 day advance notice from WAM

Summary of Deliverables and Dates:

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the, if required.

- 2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)**
- 3a. Incorporation of new text into the Lean & Energy Toolkit within 14 days of receipt from WAM (COMPLETED)**
- 3b. General support in developing backdrops and banners for exhibit space with minimum 7 day advance notice from WAM**